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4. Other items of interest.

a. Christmas and New Years Days. As you know since Christmas falls on Saturday this year and 1 January 1972 also falls on Saturday, the Friday preceding is considered a holiday. We have discussed with the Office of DD/P what duty arrangements should be made for these two week-ends. For the time being your Chiefs may plan on treating the two Fridays as a Sunday for staffing purposes and make whatever arrangements they wish for the 25th and 1st respecting review of cables, etc. These arrangements may be modified at a later date but we give you this for planning purposes now.

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c. Audit Reports. As a reminder, [REDACTED] establishes 25X1A responsibilities for processing Audit Reports and replies thereto. SSA/DDS, on behalf of the DDP, is charged with "follow-up procedures to assure that appropriate and timely action is taken." When an Audit Report containing recommendations is received by the SSA/DDS, a suspense date of 60 days is put on it. Action should be taken within this 60-day period. Under the provisions of [REDACTED] it is the responsibility of the Chiefs of Staffs and Operating Divisions to "take prompt and appropriate action concerning recommendations made in Audit Reports and forward replies to Chief, Audit Staff through SSA/DDS." A copy of the reply should be included for the latter and a copy also provided for C/Accounts Division/OF (604 Key Building). When replies by the audited component to recommendations are either not forthcoming or are significantly delayed, SSA/DDS will initiate a follow-up to the audited component.

25X1A

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25X1A

d. CIA "A to Z". [REDACTED] called me right after our meeting last week and said that at Mr. Karamessines' Executive Staff Meeting on 6 October he had issued instructions that there will be no discussion within the Clandestine Service and especially outside the CS, of the "A to Z" listings. Mr. Karamessines expects these listings to be used as earlier discussed but he wants no "unclassified gossip" concerning them. The Office of Security is checking the second group of names and expects to combine it with the first in a single alphabetical list. The combined list will also include "Who's Who in CIA" as well as other lists of CIA people that have appeared from time to time.

25X1A

25X1A

e. Security of Compartmented Computer Operations. [REDACTED]

[REDACTED]

appointed the Director of Security or his designee. Howard Osborn has designated [REDACTED] as the Information System Security Officer for the Central Intelligence Agency.

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f. [REDACTED] is back in Sibley Hospital and has been visited by Dr. Tietjen. Dr. Tietjen suggests for the time being we send best wishes to Frank by get well cards. He should not have visitors for the present and is not able easily to have telephone conversations. Frank is "significantly ill" as Dr. Tietjen put it, and is suffering a further complication of his basic illness.

g. 1971 Spouse Visits. Last week we told you that the DDS will start the 1971 spouse visits on 23 October with two sessions - one at 10:30 and one at 12:00. [REDACTED], ext. 4142, is making the arrangements for this day and if you wish to be included with the DD/S group, please call Bernie as early as you can and let him know how many to reserve a place for.

25X1A

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